

MORE
FREQUENTLY ASKED QUESTIONS
ABOUT
NEBRASKA CHILD ABUSE AND NEGLECT CENTRAL REGISTRY
AND
NEBRASKA ADULT PROTECTIVE SERVICES CENTRAL REGISTRY

Q: How often can licensed Child Care/Preschool programs request re-checks of current employees and volunteers?

A: The Child Care Licensing Program does not perform routine re-checks of current employees and volunteers. The only time we conduct the Nebraska Child Abuse and Neglect and Nebraska Adult Protective Services Central Registry checks is "prior to hire".

In the event you have reason to believe a current staff or volunteer is being or has been investigated by Health and Human Services for abuse or neglect of a child or vulnerable adult, you can request updated Central Registry checks on that specific employee or volunteer. Just mail or fax a new Release of Information with a brief cover memo that describes why you are requesting the re-check of a specific current employee or volunteer.

Q: How many years of addresses should candidates include on the Release of Information form? The cover memo sent to licensed programs stated 10 years but the Release of Information form states 20 years.

A: Addresses for the past 20 years should be listed on the Release of Information form:

- When the candidate is under 33 years of age, start when the candidate was 13 years of age and proceed to the current address; and
- When the candidate is 33 or more years of age, the past 20 years of addresses are required.

It is also necessary to include information as to when the candidate moved to and from each location. We prefer to have the month and year of each move. Writing just the number of years lived at an address is not sufficient.

Q: What if candidates/volunteers cannot remember their street addresses?

A: At a minimum, we need the name of street, city and state for all addresses in Nebraska. If the candidate lived outside of Nebraska, the name of the city and state is sufficient.

Q: What does "Date of Vacancy" mean?

A: "Date of Vacancy" is the date you expect a vacancy at your child care program for which you want to hire the candidate who then needs "prior to hire" Central Registry checks. If you are hiring for a new position, just state "new position".

Q: Why is so much information about the candidate required?

A: Nebraska's Child Abuse and Neglect and Adult Protective Services Central Registries contain the names of thousands of individuals who have been investigated for abuse and/or neglect of a child or vulnerable adult. Whenever the names of candidates appear on one or both Registries, the information that is contained in the Registry is matched against the information provided on the Release of Information form. Thus, all names, addresses, date of birth, Social Security Numbers and names of children are required to either confirm or deny the match of names. The Child Care Licensing Program started requesting dates of vacancies and interviews for employee candidates and start date for volunteers to:

- Assure that only "prior to hire" checks were being submitted; and
- Prioritize checks based on the date the licensed program needs the completed check returned.

Currently a lot of time and energy is going into getting facilities acclimated to using the new form correctly, however, once the season of transition has been completed, and with continued cooperation of licensed facilities, we believe this new process will make a significant improvement in turn around time.

Q: Why must the candidate be interviewed before a Release can be submitted for the Central Registry checks?

A: Each licensed child care center and preschool should have criteria for employment for each position in their program. The interview is an opportunity to determine whether the applicant meets the criteria and can do the work that is required in your specific program. Clearance of the names of candidates on the Central Registries should be one of the one of the criteria for employment, **but not the only criteria**.

Q: What should our program do with Felony/Misdemeanor Statements?

A: Felony/Misdemeanor Statements should be reviewed by the Director and kept in the employee/volunteer's personnel file. If you have questions or concerns about the criminal history that a candidate or volunteer discloses or you know the individual has more criminal history than was reported on the Felony/Misdemeanor Statement, contact your Child Care Resource Specialist.

Q: If the Child Care Center is part of a multi-service agency (i.e. community center, Head Start), should I send all requests for Nebraska Child Abuse and Neglect and Nebraska Adult Protective Services Central Registries to the Child Care Licensing Program?

A: NO. Only prior to hire Registry Checks for staff positions and volunteers IN the licensed child care center or preschool should be sent to the Child Care Licensing Program. **For Background checks on other positions in the multi-service agency contact the Registries below by phone to obtain the appropriate Release of Information form, then follow their instructions.**

Nebraska Child Abuse and Neglect Central Registry:

Suzann Johnson
Protection and Safety Division
Health and Human Services
PO Box 95044
301 Centennial Mall South
Lincoln, NE 69509-5044
Phone: 402-471-9322
E-mail: suzann.johnson@hhss.state.ne.us

Nebraska Adult Protective Services Central Registry:

Carol Lieske, Program Specialist
Maximizing Independence and Long Term Care Division
Aging and Disability Services Program
Health and Human Services
PO Box 65044
301 Centennial Mall South
Lincoln, NE 69509-5044
Phone: 402-471-9190
E-mail: carol.lieske@hhss.state.ne.us

DO NOT use the "Child Care Licensing Release of Information Form" to send Registry Checks to Suzann Johnson or Carol Lieske. You will need to contact either of them by phone or mail for approval to request Central Registry screenings for your agency. Once they approve your program or agency, they will supply you with the correct forms to use for these Registry Checks.

Q: What if I have more questions about these Central Registry checks?

A: If you have questions about either of these Nebraska Central Registries, please contact either Suzann Johnson or Carol Lieske.

If you have questions about the Child Care Licensing regulations that require your program to conduct these Central Registry checks prior to hiring a new staff or accepting a volunteer into your program, contact:

Pat Urzedowski, Child Care Licensing Program Administrator
Credentialing Division
Health and Human Services Regulation and Licensure
PO Box 94986
Lincoln, NE 68508-4986
Phone: 402-471-9431
Fax: 402-471-7763
E-mail: pat.urzedowski@hhss.state.ne.us